Trimble Forestry User Conference 2025 |USA

Justify your attendance

*You can use the model text to help you justify your participation in the Trimble Forestry User Conference to your manager.*

To: Your manager

From: You

Re: Approval to Attend the Trimble Forestry User Conference 2025 | USA

I would like to request approval to attend the Trimble Forestry User Conference, which will be held May 13-15 in Houston, Texas.

By attending, I plan to gain greater knowledge of Connected Forest®. I hope to learn industry best business practices for using the software and its workflows more efficiently and share this knowledge with others in our company for their practical benefit.

The Trimble User Conference provides many occasions for interactive training sessions along with networking at socials, breakfast, lunch, breaks and dinners. Attending would provide me with the opportunity to meet many people in the industry from other companies, along with product and technical experts from Trimble to discuss how to achieve the most success with our specific solution. Some features and functions for solutions have even resulted from past user conferences, by users requesting them.

After the user conference I will submit a follow-up report for your review to summarize what I’ve learned, along with proposed action items to increase the value of our investment in the solution. The user conference is highly recommended by all previous attendees and those that have attended are typically recognized as being the best at utilizing the solutions.

The costs to attend (conference, hotel, and airfare/car) are likely in the range of USD **XX**. I see my attendance as an opportunity to provide greater long-term value to our company through technical education, strategic networking, and a better understanding of end-user needs.

Thank you for considering my request, and I look forward to your reply.

Sincerely,

